



*To Learn. To Lead.
To Make a Difference.*

Dear Orange Schools Community,

I hope this letter finds you well. We know you may have many questions for your students who may be returning for the “all-in” model on March 1. Please review the information below as it relates to logistics that students, staff and parents must observe to help ensure the safety of all.

Schedule Updates

- OIP
 - AM
 - 9:00 Drop off
 - 11:30 Dismissal
 - PM
 - 12:30 Drop off
 - 3:00 Dismissal

- MHS - [MHS “All-In” Bell Schedule](#)

MHS is no longer on the same schedule as BMS and OHS. Please note that students in the full remote model will follow the “All-In” Bell Schedule and continue to access their classes via Zoom or Google Meet. Screen breaks will be provided throughout the day where independent assignments may be offered as needed.

 - 8:30 - Drop Off Begins
 - 8:30 - 8:50 Students Arrive
 - 8:50 - Students Tardy
 - 3:22 - Dismissal - Car Riders
 - 3:30 - Dismissal - Bus Riders

- BMS
 - 7:35 Drop Off Begins
 - 7:45 Class Begins/Students Tardy
 - 7:45 - 2:29 - School Day
 - [BMS “All-In” Bell Schedule](#)
 - Please note that students in the full remote model will follow the “All-In” Bell Schedule and continue to access their classes via Zoom or Google Meet.
 - 2:29 - Dismissal

- OHS
 - School Start: 7:30am M/T/Th/F; 9:10am on Wednesday
 - School Dismissal: 2:25pm M - F

- [OHS “All-In” Bell Schedule](#)
 - Please note that students in the full remote model will follow the “All-In” Bell Schedule and continue to access their classes via Zoom or Google Meet.

- **MHS Teacher Assignments** - Any changes in teacher assignments for students will be communicated to all parents on or before Tuesday, February 23, 2021.

- **Student Arrival by Bus:**
 - To the extent possible, students will sit with members of the same household. When students are assigned to sit with a child from another household, they will be offered a face shield. Increased ridership on buses must be noted as an expected area of close contact due to finite space. Masking and seating charts with as little seat sharing as possible will be maintained.
 - Students are expected to sit in their assigned seat at the direction of their bus driver and wear face masks during the bus ride to school.
 - At MHS, students will be permitted to exit the bus at 8:30 a.m.
 - At Brady, students will be permitted to exit the bus at 7:35 a.m.
 - At OHS, students will be permitted to exit the bus at 7:20a.m.

- **Student Arrival by Car** - We will continue to follow the traffic pattern that was established at [MHS](#) and BMS that requires drivers to utilize the access road off of Hiram Trail to enter the Orange Campus.
 - OIP-Please come to your child’s outside classroom door
 - At MHS, students will be permitted to exit their car at 8:30 a.m. Following the procedures outlined below will help ensure a safe and efficient drop-off and pick-up experience if your child is not riding the school bus:
 - MHS - [MHS Arrival/Dismissal Information](#)
 - Front Door - Kindergarten, Gr. 2
 - Cafe 1 - Gr. 1 , Gr. 3
 - Cafe 2 - Gr. 4, Gr. 5
 - OHS students being dropped off should enter the building via the main OHS doors
 - At BMS, students will be permitted to exit their car at 7:35 a.m. Following the procedures outlined below will help ensure a safe and efficient drop-off and pick-up experience if your child is not riding the school bus:
 - BMS - [Brady info regarding drop off & pick up](#)

- **Entrances** - Students, once arriving off the bus or out of the car, are expected to enter the building using the appropriate entrance as indicated below, and move directly to the first class of the day without stopping to talk with other students or staff:
 - OIP-Children will be taken off bus by staff and brought into the classroom.

 - MHS - Arrival
 - Bus

- Gr. K, 1, and 5 will walk over the bridge and take the back path to their grade level wing
 - Gr. 2, 3, and 4 will enter the main door and take the main stairwell upstairs
 - Car
 - Gr. K, 2 - Enter the Front Entrance
 - Gr. 1, 3 - Enter Cafe 1 Doors
 - Gr. 4, 5 - Enter Cafe 2 Doors
 - BMS - Students will enter the building according to grade level:
 - Grade 6 - Use the main entrance (on the side of the building closest to MHS) and report to your first core class.
 - Grade 7 - Use the entrance near the 7th grade wing (on the side of the building closest to OHS), take the main set of stairs to the lower level and report to your music classroom.
 - Grade 8 - Use the “tunnel” entrance on the lower level (on the side of the building closest to MHS) and report to your first special area class.
 - OHS - Students may enter OHS through any of the three marked entrances in the Commons Courtyard
- **Masks** - With few exceptions, all students, staff and visitors are required to wear a mask at all times when on campus. Bus drivers, as well as staff members supervising the drop off loop, will have extra masks for students who need one. Each school’s main office will also have disposable masks available. For more information, view the district’s [policy](#) regarding masks (no gaiters, please).
 - **Chromebooks** - Students are expected to bring their charged chromebook with headphones to school every day.
 - **Lockers and Cubbies** - Lockers will not be issued to students at Brady Middle School or Orange High School. Students will be permitted to carry backpacks with them from class to class. Coats may be placed on the backs of chairs. At Moreland Elementary School, students will be assigned cubbies. Teachers will manage schedules for student access.
 - **Hand Sanitizer** - Each building has hand sanitizing stations located in common areas. Each classroom will also have hand sanitizer for student use. Every time a student enters a class, they will be expected to sanitize their hands. Students are encouraged to carry their own hand sanitizer as well. Students who are unable to use hand sanitizer may use classroom sinks/soap dispensers and/or building restrooms to wash their hands prior to each class period.
 - **Classroom Set-up** - The in-person hybrid model used cohorting to reduce the number of students on campus on a given day to half, but an all-day model will bring all in-person students into the buildings at the same time instead of in cohorts. Student work stations

(desks, tables, etc.) will be arranged to allow for as much separation as possible. The key consideration when it comes to all-day, in-person instruction is moving from six feet of distancing between students in classrooms to less than six feet. The goal is to maintain no less than 3 feet of distance in classrooms and cafeterias to the greatest extent possible.

- **Plexiglass Dividers** - All classroom and cafeteria seating situations will include the use of plastic dividers.
- **Drinking Fountains** - The water to the drinking fountains has been shut off in all buildings. All students are permitted to carry a water bottle throughout the day.
- **Student Hallway Protocols** - When students are transitioning in the hallways, they will need to move directly to their next class or homeroom without stopping to talk with others, following any directional signage that indicates the flow of foot traffic.
- **School Safety Drills** - To ensure the safety of all students and staff, school safety drills will be conducted. This includes, fire, tornado and lockdown drills. It may not be possible to maintain social distancing during all portions of a drill, and students and staff must wear face coverings during all drills.
- **Lunch** - Meals will be FREE to ALL students through the end of the 2020-2021 School year under the Pandemic Feeding Waiver.
 - Lunch will be served at all schools. If parents of MHS students choose to pack a lunch, all items must be disposable. Lunches will take place in the cafeterias at all buildings with students seated at tables that have been equipped with Plexiglass dividers in order to provide distance between each student.
 - Hot meals will be available. There will be only 1 option on the menu with a PB&J Uncrustable as the alternate. Meals will be in a covered container. Students will select their milk and pick up their meal in the cafeteria. **NO PRE ORDER** necessary for in school meals.
 - Moreland Hills: Students will have their meal preference counted during attendance, as is done when school was all day. They will come through the cafeteria line, pick up their milk and meal and go to their assigned seat to eat. **NO ALA CARTE** will be available at this time.
 - Brady Middle: Students will proceed to the cafeteria during meal time, come through the cafeteria line, pick up their milk and meal and proceed to their assigned seat to eat. **NO ALA CARTE** will be available at this time. We will look to phase ala carte purchases in as we see how the meals progress.
 - Orange High: Students will proceed to the cafeteria during meal time. They will come through the cafeteria line and pick up their meal. Ala carte purchases will be available in the Orange Express. Students will need to have money added to their account **PRIOR** to meal time. No cash will be accepted in the ala carte line.

- Bagged meals for remote learners will still be available for pick-up for ALL GRADES (K-12) at Orange High School between 11:00am and 12:00pm. Remote Meals MUST be [pre-ordered](#).
- **Recess** - Will be offered to all grade levels PK-5. Students will use hand sanitizer before and after recess. Mask breaks will be offered in designated areas to ensure social distancing. Recess will be held in classrooms on inclement weather days.
- After eating lunch at Brady and OHS, students will have the opportunity to go outside to get fresh air and stretch their legs.
- **End of School Day** - At the end of the school day, students are expected to follow their school's dismissal procedure as indicated below for exiting the building.
 - Student dismissal by bus - Students are to move directly to the bus loop and take their assigned seat at the direction of their bus driver. Students are required to wear face masks walking to the bus and during the bus ride home.
 - Student dismissal by car - We will continue to follow the traffic pattern that was established at MHS and BMS that requires drivers to utilize the access road off of Hiram Trail to enter the Orange Campus. Please follow each school's procedure below for safely entering cars at dismissal time:
 - MHS - [MHS Arrival and Dismissal Information](#)
 - MHS students are expected to exit the building as indicated below and make their way to the bus loop or student pick-up area. Students will be dismissed directly from their classroom and exit the assigned door leading to the front pick-up. All staff members will be available to assist students as necessary.
 - Bus Riders Dismissed 3:30 p.m.
 - Kindergarten, 1st Grade and 5th Grade exit over the bridge
 - 2nd Grade, 3rd Grade and 4th Grade Exit the back path doors and follow that path to the bus.
 - Car Riders Dismissed 3:22 p.m.
 - Kindergarten and 2nd Grade - Exit Front Entrance
 - 1st Grade and 3rd Grade - Exit Cafe 1
 - 4th Grade and 5th Grade - Exit Cafe 2
 - BMS - Students are expected to exit the building as indicated below and make their way to the bus loop or student pick up area:
 - Grade 6 - Main doors (near the main office)
 - Grade 7 - Tunnel Doors (near the band room)
 - Grade 8 - Doors near the Student Services Office (7th grade wing)
 - BMS - Students are expected to move directly to the front walkway and to wait for their ride behind the yellow line marked along the sidewalk, maintaining physical distance of 6' from others while wearing a face

mask. Additional information regarding pick up procedures can be found in [this letter](#)

- OHS
 - Students riding the bus should exit through the Courtyard doors
 - Students that drove to school should exit through the Courtyard doors
 - Students being picked-up by a parent should exit through the main entrance
 - Students should move directly to the main entrance to wait for their ride while also maintaining a physical distance of 6' from other students while also wearing a face mask.

- OIP-Please come to your child's outside classroom door.

- **Staff Absences** - Due to a diminished pool of substitute teachers, there may be times when students are given work/study time in lieu of a class when a teacher/sub is not available.

Sincerely,

Christine Goudy
Principal
Orange Inclusive Preschool

Renee Tuttle
Principal
Moreland Hills School

Brian Frank
Principal
Brady Middle School

Paul Lucas
Principal
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